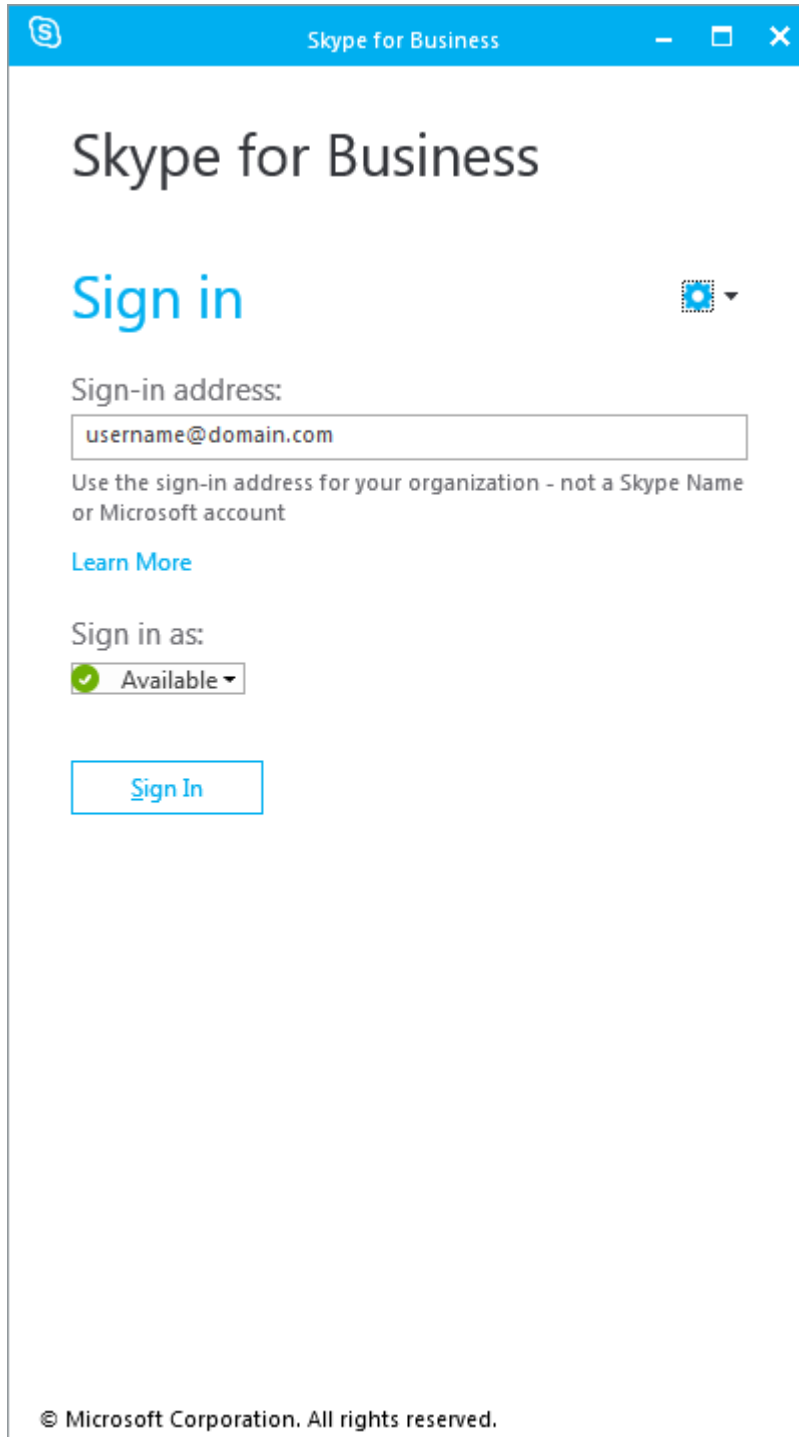


# Skype for Business

Note: You will need to setup Outlook before setting up Skype for Business.

To start Skype, click on Start  > **All programs > Skype for Business 2016**



The screenshot shows the Skype for Business application window. The title bar is blue with the Skype logo and the text "Skype for Business". The main content area has a white background with the "Skype for Business" logo at the top. Below the logo is a "Sign in" section. It includes a "Sign-in address:" label, a text input field containing "username@domain.com", and a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". There is a "Learn More" link below the note. The "Sign in as:" section has a dropdown menu showing "Available" with a green checkmark icon. A "Sign In" button is at the bottom of the sign-in section. The footer of the window contains the text "© Microsoft Corporation. All rights reserved."

Skype for Business

## Sign in

Sign-in address:

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

Sign in as:

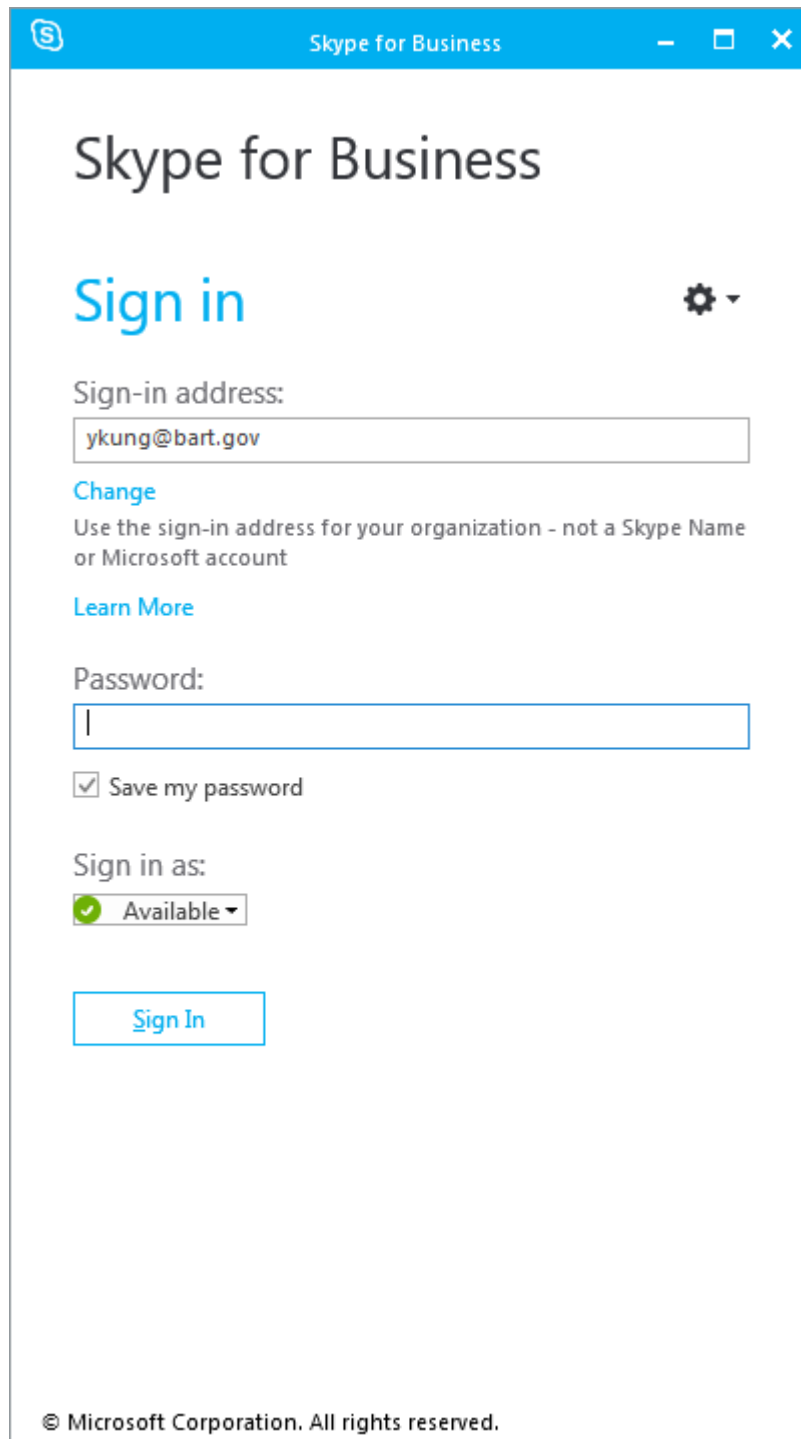
✓ Available ▾

[Sign In](#)

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Sign-in Address is your email address. Example: [username@bart.gov](mailto:username@bart.gov)

Click on **Sign In**



The image shows a screenshot of the Skype for Business sign-in window. The window has a blue title bar with the Skype logo and the text "Skype for Business". The main content area is white and contains the following elements:

- Skype for Business** (large heading)
- Sign in** (large blue heading)
- Sign-in address:** A text input field containing "ykung@bart.gov".
- Change** (blue link)
- Use the sign-in address for your organization - not a Skype Name or Microsoft account** (text)
- Learn More** (blue link)
- Password:** A password input field.
- ☒ **Save my password** (checkbox and text)
- Sign in as:** A dropdown menu showing "Available" with a green checkmark icon.
- Sign In** (blue button)
- © Microsoft Corporation. All rights reserved.** (copyright notice at the bottom)

Input your computer password in the Password field.

×


## Do you want us to save your Skype for Business sign-in info?

Would you like us to save this info and sign you in automatically next time?

YesNo

Select **Yes**

## Help Make Skype for Business Better!



Can we collect info to improve Skype for Business and other Microsoft products, such as how you use Skype for Business, error logs and device configuration?

[Learn More](#)

YesNo

Select **Yes or No** at the prompt above.